

MA-1/Director's Awards Guidance

The Director's Awards are for actions that go "*above and beyond.*"

- **Leadership Award**
- **Cross-Cutting Team Award**
- **MA Excellence Award**

In addition to recent guidance addressing organization-specific Special Act or Service and On-the-Spot awards, the Director, MA, also encourages each MA office director to recommend MA federal employees or groups¹ for recognition. Detailed below are general guidelines that address the criteria that the Director is looking for when he awards individuals and/or teams with an MA Award. It is the Director's goal to ensure that those individuals who meet the criteria outlined below are recognized for such efforts. There will be no less than a semi-annual Call for Award nominations. Each Director's Award will be reviewed, approved and awarded by the Director of MA and distributed at MA All-Hands meetings.

Relation to Each Office Director's Organizational Recognition

Consistent with FY 1999, in FY 2000 each MA organization was provided a budget in which to reward its employees for organization-specific contributions. Before an employee is nominated for a Director's Award, each office director should ensure that his/her employees are first considered for appropriate recognition within his/her own organization. An employee that receives an organization-specific award will not be precluded from receiving the Director's Award if so warranted by the Director, MA.

Leadership Award: This award is for an MA individual employee who exemplifies the following standards of service:

Criteria:

- Meets challenges head-on, and is solution oriented.
- Shares information and ideas across organizational lines and responsibility to improve the way MA conducts business.
- Encourages collaboration and partnerships.

¹Each of these awards is intended for MA federal employees. However, this does not preclude a non-federal, support contractor employee from being recognized if he/she was part of an MA effort in which a team/group is being recognized. Non-federal employees cannot be monetarily recognized for these awards from the Director's budget. Even so, it is encouraged that a "Director's Memo" be provided to a support contractor's employer on his/her behalf.

- Maintains high personal standards of performance, professional integrity and treats customers and co-workers with respect and dignity.

Nomination: Manager may nominate an individual federal employee.

Award Amount: Nine (9) hours time off and \$400+

Cross-Cutting Team Award: For individuals working on an MA, DOE or federal agency cross-cutting team working in partnership to improve MA's products and services and/or help the Department perform its mission more effectively.

Criteria:

- Using innovative methods and strategies to achieve MA goals
- Addressing customer needs while achieving highly successful results.
- Displaying high level of commitment, team pride, and group identity

Nomination: A manager or customer may nominate a team (which may include non-MA federal employees and support contractor personnel).

Award Amount: \$500+ each federal member (Director's Memo² for each support contractor)

MA Excellence Award: This award is for an individual or group that goes "*above and beyond the call of duty.*"

Criteria:

- Adding value beyond what was expected, requested or required.
- Going the extra step in satisfying MA internal or customers' requirements.
- Extra efforts in accomplishment of work objectives.
- Maintains high personal standards of performance, professional integrity, treats customers and co-workers with respect and dignity.

Nomination: Manager may nominate an individual employee or group.

Award Amount: Nine (9) hours time off and \$700+ for each federal member (Director's Memo for each support contractor).

²A Director's Memo is drafted by the nominating organization for the MA Director's signature detailing the efforts and accomplishments being recognized.